

Project Name: PRSMOCIO Project #: 2660-160Department: Department of Transportation

Revision Date: _____

Status Report

Progress Report -- Team Member to Project Manager

Current Task Summary

Task or Deliverable	Scheduled Completion Date	Actual Completion Date	Issues?
Training Plan	6/1/09	Past due	See comments Below
Configuration Management Plan	7/7/09		See comments Below
Implementation Plan	7/6/09		See comments Below
Accomplished this week			
<p>The PRSM project is in the Planning Phase of the project. Three deliverables have been identified to be completed during the Planning Phase: the Implementation Plan, Training Plan, and Configuration Management Plan. The Implementation Vendor has submitted versions of the Implementation Plan, Training Plan, and Configuration Management Plan to Caltrans for review. IPOC has reviewed each of the plans and has provided comments to Caltrans. Caltrans rejected the plans and submitted a compiled list of recommendations to the Implementation Vendor. The next phase of the project (Adaptation Phase) is currently scheduled to begin on July 1, 2009. The Implementation Vendor has submitted a draft Adaptation Phase schedule to Caltrans for review, which separates the Adaptation Phase into two work packages. Caltrans and the Implementation Vendor may need to have additional discussions regarding the schedule for the Adaptation Phase and the items that belong in each work package. In addition, the draft Implementation Plan was submitted for review, which includes a schedule for the entire project. The Implementation Vendor has proposed a "rolling wave" scheduling process for the PRSM project where a more detailed schedule is prepared before the start of each project phase. Caltrans is currently reviewing the scheduling approach and overall project schedule and will provide feedback to the Implementation Vendor. The Planning Phase work items currently Past Due are listed below:</p> <ol style="list-style-type: none"> 1. 'To Be' Business Process Refinement – The 'to be' process refinement effort was delayed by a week due to an Implementation Vendor Consultant illness. The Implementation Vendor is currently in the process of completing this activity. The 'To Be' Business Process Refinement effort has been postponed to the Adaptation Phase. 2. DTS Hardware Installation – The Software Vendor Consultant is in the process of completing architectural design and testing of three instances of PRSM: Development, Test, and Training. An "HTTP 404" error in the PRSM development environment has occurred. The Implementation Vendor has been granted access to the environment in order to troubleshoot the error. In addition, Caltrans has identified that a change order will need to be issued to DTS for installation of virtual services to allow Business Objects to connect to the three environments: Development, Test, and Training. 			
Planned/Scheduled Completion in Next Two Weeks			

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Technical – Clarity Configurations

- Finalize customizations and obtain agreement with Caltrans.
- Determine work package definitions.
- Update Configuration Management Plan and submit final for review (formal deliverable).

Technical – External Data

- Finish source data migration gap analysis.
- Assist Caltrans in interface source systems definition.
- Assist Caltrans in documenting interface requirements changes from the RFP.
- Recommend and document interface team members and responsibilities.

Technical – Hardware/Network

- Complete web server, database failover and firewall access architecture.

Training

- Identify training user roles and determine skill levels required by roles.
- Conduct Clarity and COTS methodology overview for the north area implementation team.
- Continue to meet weekly with the core training team.
- Update Training Plan and submit final for review (formal deliverable).

Program Management

- Deliver final Change Management Plan and meet with Caltrans to determine change definitions and CMB procedures.
- Continue to develop processes to support the Quality Assurance Plan.
- Update Implementation Schedule and submit final for review (formal deliverable).
- Continue to integrate/update requirements into the RTM tool for tracking.
- Continue to chair the weekly status meeting.

Status Summary	Yes/No	Explanation
Will all assigned tasks be accomplished by their due date?	yes	
Are there any planned tasks that won't be completed?	no	
Are there problems which affect your ability to accomplish assigned tasks?	no	
Do you plan to take time off that is not currently scheduled?	no	

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Status of Assigned Issues

Issue Number	Description	Due Date	Status
1	Technical Clarity Configuration Concern – The level of district involvement in developing business processes. The business processes have to be locked down so a baseline set of requirements and configurations can be developed		
2	CA has been unable to provide an acceptable architecture resource which has backed up some of the customization work. SAIC will bring on an independent architecture resource for Adaptation that will support SAIC's SME and the original CA architecture upon his return.		
3	Technical / External Data Concern – The interface requirements aren't static as anticipated. Final determination for the interface requirements need to be locked down before they can be included in the implementation plan for firm planning.		
4	Technical – Hardware/Network Issue – Last mile connectivity has to be established between Caltrans and the Gold Camp campus. Limited access to the application will have significant issues to the program. Also, we need the bandwidth analysis report to determine if the last mile connectivity will support the PRSM response expectations.		
5	Training Concern – Training as described in the RFP does not lend itself to Just-In-Time training. A new training methodology needs to be reviewed to better meet the intent of PRSM training and JIT has to be defined.		
6	Project Management Concern – Right now configuration, interface, and data migration goes through one resource. SAIC is concerned of the possibility this could bottleneck activity on each of those items as it's a great deal of work for one resource. SAIC recommends a dedicated project team with no cross responsibilities.		

Project

Current Status Report

Questions	Yes/No	Cause	Impact	Action Required
1. Were recent milestones completed on schedule?	Yes			
2. Were any key milestones or deliverables rescheduled?	No			

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3. Was work done that was not planned?	No			
4. Were there any changes to scope?	No			
5. Were tasks added that were not originally estimated?	No			
6. Were any tasks or milestones removed?	No			
7. Were any scheduled tasks not started?	No			
8. Are there any new major issues?	No			

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9. Are there any staffing problems?	Yes	Resource and Roles still need to be defined for supporting the Clarity roles for application support	Limits the ability to assign and resources to complete tasks defined on the implementation plan	SAIC has provided a recommended CA support activity plan. SAIC/Caltrans will need to define roles and responsibilities detailed on the support activity plan.
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Look Ahead View

Questions	Yes/No	Impact	Action Required
1. Will upcoming critical path milestones or deliverables be delayed?	No		
2. Do any key milestones or deliverables need to be rescheduled?	No		
3. Is there any unplanned work that needs to be done?	No		
4. Are there any expected or recommended changes to scope?	No		
5. Are there any tasks not originally estimated that will need to be added?	No		
6. Are there any tasks or milestones that should be removed from the plan?	No		
7. Are there any scheduled tasks whose start will likely be delayed?	No		
8. Are any major new issues foreseeable?	No		
9. Are any staffing problems anticipated?	No		

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Current Status and Accomplishments:

Describe deliverables completed and milestones met during *this reporting period*.

N/A

Project Milestones:

List key milestones and their dates from the project schedule.

Milestone	Target Date	Forecast Date	Status	Cause & Impact to Implementation Date	Date Completed
Payment Point One	8/1/09		On schedule	N/A	

Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule	X			
Milestones	X			
Deliverables	X			
Resources	X			
OneTime Cost	X			

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Continuing Cost	X			
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Sponsor to Steering Committee

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Summary Milestones and Highlights

Project Milestones: <i>List key milestones and their dates from the project schedule. Explain in issues section if a milestone's status is behind.</i>					
Milestone	Target Date	Forecast Date	Status	If Delayed, Impact to Implementation Date	Date Completed
Payment Point One	8/1/09		On schedule	N/A	

Variances Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".				
	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule	X			
Milestones	X			
Deliverables	X			
Resources	X			
One Time Cost	X			
Continuing Cost	X			

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Status Report**Vital Signs Scorecard**

				Score
Vital Sign	Variance	Value	Your Score	
1. Customer Buy-In	High Degree of Buy-In	0	0	
	Medium Degree of Buy-In	1		
	Low Degree of Buy-In	2		
2. Technology Viability	Strong Viability	0	0	
	Medium Viability	1		
	Weak Viability	2		
3. Status of the Critical Path (delay)	<5%	0	0	
	5% to 10%	1		
	>10%	2		
4. Cost-to-Date vs. Estimated Cost-to-Date (higher)	<5%	0	0	
	5% to 10%	1		
	>10%	2		
5. High-Probability, High-Impact Risks	0 to 3	0	0	
	4 to 6	1		
	>6	2		
6. Unresolved Issues (on time resolution)	On time	0	0	
	Late with no impact	1		
	Late impacting the critical path	2		
7. Sponsorship Commitment	Fully engaged	0	0	
	Partially engaged	1		
	Inadequate enagement	2		
8. Strategy Alignment	Strong alignment	0	1	
	Partial alignment	1		
	Weak or no alignment	2		
9. Value-to-Business	Strong	0	0	
	Medium	1		

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	Weak	2		
10. Vendor Viability (provide rationale for the rating in the field following the scorecard)	Strong	0	1	
	Medium	1		
	Weak	2		
11. Milestone Hit Rate (rate of achievement as planned)	>90% on time	0	0	
	80-90% on time	1		
	<80% on time	2		
12. Deliverable Hit Rate (rate of production as planned)	>90% on time	0	0	
	80-90% on time	1		
	<80% on time	2		
13. Actual vs. Planned Resources	>90% assigned and available	0	0	
	80-90% assigned and available	1		
	<80% assigned and available	2		
14. Overtime Utilization (% of effort that is overtime)	<15%	0	0	
	15-25%	1		
	>25%	2		
15. Team Effectiveness	Highly Effective	0	0	
	Moderately Effective	1		
	Ineffective	2		
Total			2	

Green = 0 - 8

Yellow = 9 - 19

Red = 20+

Vendor Viability Rating Rationale

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